

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

ADMINISTRATIVE PROCEDURES PUBLIC RECORDS POLICY	MARCH 2007
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Section 1. Release of Public Records to the Public.

Purpose: At the initiative of the Director, this policy is to establish process and procedures pertaining to efficient and timely compliance with Wyoming's Public Records Act. The purpose of this policy is to standardize procedures in compliance with Article 2, Public Records Law 16-4-201 through 16-4-205 found at this URL:

<http://legisweb.state.wy.us/statutes/titles/Title16/Title16.htm>

This policy addresses only formal open-records requests for information, which are neither confidential nor proprietary in nature nor contrary to state or federal statutes or laws. This policy does not apply to department records relating to ongoing or potential investigations or for information requested by a valid subpoena.

Section 2. Guidelines

The following are guidelines for dissemination of information to the public about WDA business:

1. Request for records: The public needs to submit open-records inquiries in writing addressed to the "custodian of the records" who, under this policy, will be the appropriate division manager.
2. Timeliness: Requests for information will be acknowledged within a reasonable time frame, i.e., as soon as possible.
3. Appendices A and B can be used to document either examination of documents on site or to release files to be photocopied on site.
4. While most open-records requests will be routine in nature, the custodian of the records will notify the Director of requests that are exceptionally extensive, involve highly controversial matters, or are otherwise extraordinary and may require the Director's special attention.
5. Review of Records: Any person is entitled to inspect the agency's files, unless the requested files are subject to withholding from inspection for reasons specified in the Public Records Act. If you know or suspect a file or part of a file may be confidential or should be withheld from inspection, contact your supervisor prior to making the file available to the requesting individual. The individual may review the file in the office of the department under supervision of an employee of the department.
6. Photocopying and search fees: Any person having the right to inspect an agency file is also entitled to copying without charge.
7. Media requests: The Director will be notified immediately of all public-record requests submitted by the print or broadcast media.